



**RELIGIOUS INSTITUTION SECURITY REFERENCE MATERIAL AND SURVEY CHECKLIST:
PREVENTING HATE CRIMES, VANDALISM, TERRORISM, AND OTHER CRIMES**

SDPD Neighborhood Policing Resource Team

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This paper contains reference material for security assessments of religious institutions. It deals with security planning and procedures, access control, landscaping, signage, cameras, arson and terrorism prevention, building hardening, etc. The survey checklist is designed for use by the institution or by a SDPD Community Relations Officer in your area, who can be called to do a free survey. In this case the officer should do the following to prepare for the survey. Information should be reviewed for the past two years.

- Read the reports of past crimes at your address.
- Review the past calls for service from your address.
- Look at past crimes and arrests in your immediate area, e.g., within 0.25 miles of your address.

The officer should also ask the following questions.

- Why did you call to request a survey? Usually this will be because of a recent crime, e.g., a burglary.
- Who else works regularly in and around the institution? This may be a gardener, janitor, pest controller, vendor, etc.
- What contract work has been done recently? This may be carpeting, window cleaning, remodeling, etc.
- How many people work at the institution? Attend worship services? Other activities? Classes?
- Who has keys, alarm codes, etc?
- Do you have a burglar alarm? What are your procedures for responding to an alarm?
- Do you have cameras? Where are the monitors? How are they used?

SDPD division addresses and phone numbers are listed below.

Central	2501 Imperial Ave. SD 92102	(619) 744-9500
Eastern	9225 Aero Dr. SD 92123	(858) 495-7900
Mid-City	4310 Landis St. SD 92105	(619) 516-3000
Northeastern	13396 Salmon River Rd. SD 92129	(858) 538-8000
Northern	4275 Eastgate Mall SD 92037	(858) 552-1700
Northwestern	12592 El Camino Real SD 92130	(858) 523-7000
Southeastern	7222 Skyline Dr. SD 92114	(619) 527-3500
Southern	1120 27th St. SD 92154	(619) 424-0400
Western	5215 Gaines St. SD 92110	(619) 692-4800

REFERENCE MATERIAL

1. SECURITY PLANNING

Security planning begins with a security vulnerability assessment that examines threats and develops countermeasures. It usually involves the following steps:

1. Form a team with people that represent all elements of the institution. The team leader should be the person in charge of security at the institution.
2. Identify assets and people that might be targets and review their protection.
3. Identify potential threats and consequences of criminal attacks.
4. Estimate the risk to the targets from various threats in terms of the likelihood of a successful attack and the damage that might occur.
5. Define countermeasures to the potential threats.

The security plan should focus on the most likely threats that can cause the most damage. It should also deal with unlikely threats that can be countered simply and inexpensively. Others like armed intruders and active shooters will be difficult and costly to deal with. However they must also be considered these days. The Department of Homeland Security (DHS) paper entitled *Active Shooter How to Respond* provides a great deal of useful information on how to respond when an active shooter is in your vicinity, what to do when law enforcement arrives, how to train your staff for an active shooter situation good reference, etc. It can be downloaded from the DHS website at www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf.

The plan should include physical crime prevention measures, duties of the staff and hired security guards, and ways members and neighbors can help. Physical measures include lighting, fencing, gates, locks, alarms, cameras, barriers, etc. Staff and security guard duties include patrolling the property, observing people and activities on and near the property, controlling access by visitors and delivery/service people, educating the members in crime prevention, reporting crimes and suspicious persons and activities, keeping detailed records of crimes and damage to the property, monitoring cameras, handling mail and packages, developing procedures for dealing with problems, etc. There should someone responsible for security of the facility at all times. This person would have the authority to deal with intruders and trespassers, call the police, order evacuation, etc. It might be the executive director during business hours and others during services, evening programs, special events, etc. Members can help by reporting suspicious persons and activities and providing good descriptions of the people and vehicles involved. Neighbors can also help and should be included in security planning.

Security measures should be considered in layers to provide protection in depth. An outer layer would consist of walls, fences, and gates at the property line to control access to the grounds. A middle layer would consist of gates and doors to the buildings to control access to them. And the inner layer would consist of secure rooms or vaults to protect valuable assets inside the buildings. Each layer would be designed to delay an intruder as much as possible.

This delay should either discourage a penetration or assist in controlling it by providing time for an adequate response. The security functions would be to prevent, deter, detect, delay, assess, and respond.

A Safety and Security Committee should be created to handle planning, staff training, security inspections and drills, etc. A comprehensive guide to security planning for religious institutions is on the Anti-Defamation League's (ADL) website at www.adl.org under Security Awareness. It is entitled *Protecting Your Jewish Institution: Security Strategies for Today's Dangerous World*.

2. FENCES, WALLS, AND GATES

Well-built walls, fences, and gates are the first line of defense against criminals. Unless privacy and noise reduction are needed, open ornamental metal or chain link fences are preferred over solid walls because they do not block visibility into the facility or provide hiding places. Also, they are less susceptible to graffiti and more difficult to climb. Fences, walls, and gates should be at least 6 feet high. The horizontal bars on ornamental metal fences and gates should be located only at the top and bottom. With chain link fencing the bottom should be secured with

tension wire or galvanized pipe, or embedded in concrete. This prevents someone from lifting the bottom of the fence and crawling under it.

Wrought-iron gates that are opened on the inside by a lever arm or knob should have shields on the gates and the adjacent fencing that prevent a person from reaching in to open them. These shields can be solid plastic or metal, or open metal mesh. Gates with lever arms should also have a cylindrical shield around the arm that prevents a person from opening the gate by inserting anything through, over, or under the gate that can be used to rotate the arm, e.g., a thin wire with a hook at one end. Gates with beveled latches should also have a latch guard to prevent a person from inserting a thin piece of metal or anything else between the frame and the gate to push in the latch. The guard should be centered on the latch and extend at least 6 inches above and below it. A deadbolt lock with a cylindrical latch would not have this problem, nor would a gate with a shielded (shrouded-shackle) padlock that cannot be cut with bolt cutters. Wrought-iron or chain-link gates that are opened on the inside by a push bar should have a solid metal or plastic shield on the inside of the gate that extends at least two feet above and below the push bar. The shield should be designed to prevent a person from opening the gate from the outside with a coat-hanger wire that is shaped into a U and inserted through the gate above and below the push bar and pulled against the bar to open the gate, or by reaching in and depressing the bar. All gates and the adjacent fencing should be at least 6 feet high.

All gates (and doors) to the outside should have springs that close them securely after a person goes through. Also, sensors should be installed in them to warn the responsible staff person that a gate (or door) has been left open. That person would then go and close it.

3. FACILITY ACCESS CONTROL

All doors and gates to the outside should be kept locked unless a staff person, member, or security guard is present to screen people entering the facility. For entry at other times, a key or proximity card reader should be installed at the entry doors and gates, and cards should be issued to staff people to enable them to enter the facility through them. Cards are better than keys or codes because they cannot be reproduced and given to unauthorized persons, a record can be kept of their use, their use can be limited to certain gates and doors in the facility, and they can be invalidated when reported lost or stolen, or when the staff person leaves.

A telephone-entry system and camera should be installed at one entrance to enable others, i.e., visitors, delivery/service people, members, and school children and parents, et al to be admitted when a staff person, member, or security guard is not present to screen them. Signs in the parking lot and outside the facility should direct others to this entrance. A receptionist or other staff person would speak to and observe them before “buzzing” them in. Visitors and delivery/service people would be directed to go to the main office to be logged in and receive a visitor pass. For added security they might be required to show a photo ID. Visitors should also be escorted while in the facility and sign out when leaving.

Measures are also needed at all doors and gates to the outside prevent them from being propped open for reentry or unauthorized entry, but still open quickly from the inside in an emergency. These include an audible alarm to warn the responsible staff person that a door or gate is open, alarm-activated cameras, and delayed-egress hardware. A control panel should be installed in the main office that would show the status of every door and gate to the outside, as well as that of all interior doors or gates to rooms or areas that are normally kept locked.

If the facility consists of multiple buildings, access to each one as well as to walkways, patios, and open spaces between them should also be controlled.

4. EMERGENCY POLICE ACCESS

Provisions should be made for emergency police access when no staff people are on the site. In San Diego, because patrol cars do not carry keys, the SDPD prefers access by a numerical keypad. Entry codes should be provided to the Department for use at entry gates and doors of individual buildings. They would be stored in the Department's computer system and transmitted in dispatch messages to officers who need to enter the property. You should call your neighborhood SDPD Community Relations Officer (CRO) to have the code entered in the SDPD's PIN (Premises Information) file. Division addresses and phone numbers are listed on the first page.

Once an officer enters your institution he or she will need to go straight to the place where the emergency is located. To make this possible a map with a YOU ARE HERE reference point should be posted in the entrance where an officer will be sure to see it. The map should also show all buildings, elevators, stairways, offices, activity rooms, etc. While a receptionist or security guard at the lobby desk can help the officer in this, the map will be needed when no one is at the desk.

5. ACCESS BY CLEANING PEOPLE AND OTHER CONTRACTOR EMPLOYEES

Religious institutions should be concerned about the loyalty and honesty of all persons working in their facilities, e.g., janitors, gardeners, equipment maintenance, etc. In selecting any service contractor you should check its references and make sure it is insured and bonded. Insurance will protect you from damage caused by the contractor's employees. A surety bond will guarantee that the work will be performed as stated in the contract. For janitorial contractors you can require a janitorial services bond that will cover theft or other losses resulting from dishonest acts committed by an employee acting alone or in collusion with other persons. Some bonds require that the employee be prosecuted and convicted of the crime. Others require evidence of employee dishonesty. The conditions for coverage would be negotiated in drafting the bond.

You should also check that the contractor is licensed to work in the City of San Diego, i.e., that it has a Business Tax Certificate. This can be done by looking in the business listings on the City's website at

<http://www.sandiego.gov/treasurer/taxesfees/btax/nblactive.shtml>. Construction contractors should be licensed by the State of California. You can check the status of a contractor's license on the Contractors State License Board's website at **www.cslb.ca.gov/default.asp**.

You can also require that the contractor conduct a background investigation on each employee that will work in on the contract. For this you will need to specify the following: (1) information an employee will have to provide, e.g., personal history, references, fingerprints, etc., (2) kinds of checks to be made, e.g., employee's name and SSN, criminal history, DMV record, credit record, civil action history, etc., and (3) criteria for passing each check, e.g., no criminal convictions or outstanding warrants, no bankruptcies, no civil judgments, etc. The contractor should also be prohibited from substituting a cleared employee with one that is not cleared, or subcontracting any of the services.

The opportunities for employee theft can be reduced by having the contract work done during normal business hours. If it is done after hours, as with most janitorial services, the contractor's employees should have unique access codes or cards for the building, office suite, alarm system, etc. This will provide a record of when the employees enter and leave these areas.

6. LANDSCAPING

Tree canopies should be maintained at least 8 feet above the ground. Bushes should be trimmed to less than 3 feet except where privacy or environmental noise mitigation is a primary concern, or where higher plants would not block any views or light, or provide hiding places. For example, trees with lower canopies could be planted next to a blank wall or the side of a building.

Trees should be planted away from walls, fences, and buildings so they cannot be used to enable someone to climb over or onto them. They should also be planted away from light poles so they do not block illumination on the ground, and from cameras so they do not block their fields of view. Bushes along building walls should be trimmed or located far enough from the walls so that a person walking around the building can see that nothing is hidden next to the building.

7. PARKING LOTS

Parking lots should be well lighted, fenced, and have a single gated or chained vehicle entrance/exit that would be locked at night when the facility is closed. In any case, overnight parking should be prohibited. The entrance/exit can be kept open during the daytime at low terrorist threat levels. However, when services and other events that

attract large crowds are held, a staff person, member, or security guard should be posted there to screen vehicles entering the lot.

For those times when the gate is locked during business and school hours, a camera and a telephone-entry system should be installed to admit visitors. Entry and exit by staff people would be by their facility access cards.

8. LETTER OF AGENCY

Institutions in the City of San Diego should file a Letter of Agency with the SDPD division that covers their location. This authorizes the SDPD to act as your agent and enter your property to ask unauthorized persons to leave the property; and if they refuse to do so or return thereafter, to enforce any law violations on the property. A copy of this form can be downloaded from the FORMS AND PERMITS section of the SDPD website at **www.sandiego.gov/police**. Note that this form must be renewed every six months. Before filing the Letter call the SDPD CRO in your neighborhood to discuss the need for it.

9. SIGNS

Signs in the parking lot and outside the facility should direct visitors, et al to the entrance with the telephone-entry system. Signs inside should direct visitors and delivery/service people to the office to check in and out of the facility.

Signs should also prohibit trespassing, loitering, and public parking.

- NO TRESPASSING signs should cite Cal. Penal Code Sec. 602.
- If a Letter of Agency has been filed with the SDPD as suggested above, the property should be posted with NO TRESPASSING signs stating that a Letter of Agency has been filed and giving the address of the property, the name and phone number of the property owner or manager, and the non-emergency SDPD phone number to report suspicious activities. That number is **(619) 531-2000**. The signs should be at least 18 by 24 inches in size, have a font visible from the nearest public street, not be accessible to vandals, and be posted on the entrances and spaced evenly on the boundaries of the property. A sample sign is also available in the FORMS AND PERMITS section of the SDPD website at **www.sandiego.gov/police**.
- NO LOITERING signs on private property should cite PC 647(h). In this subdivision "loiter" means to delay or linger without a lawful purpose for being on the property and for the purpose of committing a crime as opportunity may be discovered.
- NO LOITERING signs about any school or public place at or near which children attend or normally congregate should cite PC 653b.
- Signs stating that public parking is prohibited and that unauthorized vehicles will be removed at the owner's expense must contain the telephone number of the local traffic law enforcement agency, and the name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner or manager. The SDPD number for towing impounds is **(619) 531-2844**. These signs must be displayed in plain view at all entrances to the property. They must be at least 17 by 22 inches in size and have lettering that is at least one inch high. These sign requirements are specified in California Vehicle Code Sec. 22658(a)(1), which should be cited on the sign.

Signs stating that unauthorized vehicles parked in designated accessible spaces not displaying placards or special license plates issued for persons with disabilities will be towed away at the owner's expense, must also contain the address where the towed vehicles may be reclaimed or the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is (619) 531-2844. Other requirements for these signs are specified in California Vehicle Code Sec. 22511.8.

If signs stating that security or surveillance cameras are installed are posted, and the cameras are not monitored all the time, the signs should simply state that "cameras are on the premises" or "surveillance is in progress." Don't use words like "security," "protection," or "monitoring" because they can give people a false sense of security by expecting timely help if they are threatened or attacked, or that they or their property are somehow being protected by the cameras.

10. CAMERAS

Cameras are usually used just to record persons and activities in their fields of view. They can record continually, when motion is detected, at specified times, or on an alarm. After a crime occurs the imagery can be reviewed for usable evidence. The existence of these cameras helps to deter crime but not to stop a crime in progress. Any camera system that is installed should be designed to provide high-quality, digital imagery of suspicious persons and activities for use by the SDPD in investigating crimes of by the HOA in investigating residents complaints.

Cameras with video analytics or intelligent video software can be used to monitor multiple cameras for unusual or suspicious activity as it is occurring. Alarm conditions can be set for day of the week and time of the day. Conditions include the following:

- Motion in and out of an area
- Non-motion, e.g., unattended package or illegal parking
- Items that have moved or are missing
- Behavior, e.g., loitering or tailgating
- Numbers of people, vehicles, or other objects in the area
- Overcrowding, where numbers exceed a set threshold

The software will alert personnel in the institution office or at a remote security monitoring location who have camera monitors, but would not be watching them all the time, that a condition has occurred, e.g., that someone has entered the property when the institution is closed. Lights could be turned on where motion is detected at night. And directional speakers could be installed to warn the trespassers with an audio announcement that the police will be called if they do not leave the property immediately. When the institution is open the system could be programmed to alert the office of other threats, e.g., a person loitering or casing vehicles in the parking lot.

11. TRASH DUMPSTERS

Outside refuse and recyclable material storage areas in new institutions must be screened with a minimum 6-ft-high solid enclosure as required in SDMC Sec. 142.0810(c). The containers inside the enclosure shall not exceed the height of the enclosure. These enclosures should be located where there is no space behind them, e.g., next to a perimeter wall or another structure, or in the open where there is good surveillance of the space behind them. This prevents the space behind them from being a hiding place and a problem area.

Dumpsters should have locked lids with an open space through which material can be put in but not taken out. This is to prevent scavenging. They should also have signs saying that unauthorized collection of refuse or recyclable material is prohibited per SDMC Sec. 66.0402. This may help to deter scavenging.

12. DAILY SECURITY CHECKS

Staff people should be alert at all times for objects that are not in their proper places, e.g., backpacks, and that nothing unusual has been left out. They should check their work areas at the end of each day to make sure that everything is in its proper place and that nothing unusual has been left out. And they should also check their work areas when they arrive the next day to make sure that nothing has changed. They should also be alert for people casing or loitering near the site during the day.

The first staff person on the grounds in the morning should conduct a walk-around to check for any suspicious objects, vandalism, vehicles in the parking lot, evidence of trespassing or tampering with locks, etc. As discussed in the last section of this paper, the police should be called immediately if any suspicious objects or vehicles are found. Such objects should not be touched or moved. The last staff person on the grounds in the evening should conduct a walk-around to make sure that the alarms are set and that all doors and gates are locked. Any vehicles left in the parking lot should be towed.

13. STAFF ID BADGES

Photo ID badges should be issued to all staff people and teachers. They should be worn everywhere in the facility. They can also be designed for use in card readers to provide facility access to staff people, as suggested above.

14. UNIFORMED GUARDS

In hiring private security you would deal with a Private Patrol Operator (PPO). This person or company must be registered with the California Bureau of Security and Investigative Services (CBSIS) and have a PPO license, for which there are many requirements. The PPO would provide Security Guards for the security services. Security Guards must also be licensed by the CBSIS. They will need to pass a criminal history check and complete a 40-hour training course.

15. HATE CRIMES

You can educate your staff on hate crimes with material on the ADL website under Combating Hate and Terrorism, e.g., the *Hate Symbols Database*. Also use the California Attorney General's pamphlet entitled *Preventing Hate Crime: What We Can Do!* at http://ag.ca.gov/civilrights/pdf/HC_English.pdf.

16. PREVENTING ARSON AND LIMITING FIRE DAMAGE

Conduct a survey to identify ways intruders or vandals could start fires. Estimate the possible damage and determine how to prevent or limit it. Get help from the local fire department. Keep in touch with the local fire and police departments. Provide them with site plans that show where all facilities are located.

The following physical measures should be taken in addition to those taken to prevent burglary, trespass, theft, and other kinds of vandalism, i.e., fences, gates, locks, lighting, cameras, alarms, security grates or screens, low landscaping, etc.

- Install films or protective shields on windows to prevent firebombs from being thrown into a building.
- Keep rooms and areas with combustible materials locked when not in use or occupied.
- Store combustible materials in a locked room or shed.
- Locate trash enclosures away from the building and keep them locked.
- Remove any signs that indicate when the institution will be closed.

The following surveillance measures can help deter arson and provide early warning of any attempts.

- Meet neighbors and educate them in recognizing unusual activities. Ask them to keep an eye on the property and note any suspicious activities or people in the area. Ask them to record descriptions of vehicles, including license plate numbers, and detailed physical descriptions of people, and to report them to the institution's security officer or the local police.
- Participate in local Neighborhood Watch program.
- Have a security guard or staff person on the property at all times. Their duties should include watching for any suspicious activities or people on or near the property, and recording descriptions of vehicles and people.
- Develop a plan for members to drive by and check on the property at random times on a daily basis.
- Be especially aware of people carrying containers that could hold liquid fire accelerants.
- Have persons making security checks on the site remove and secure any fire hazards.

The following measures can help limit damage and help in recovery in the event of a fire.

- Install smoke and fire alarms, and a fire suppression sprinkler system. Connect the fire alarm to a central monitoring station or directly to the fire department. Test batteries at least once a month. Replace batteries at least once a year.
- Locate fire extinguishers at designed locations on the property. Make sure the staff knows where they are.
- Locate hoses at external faucets.

- Train staff in use of fire extinguishers and hoses.
- Remove all potential fire hazards from the property, i.e., trash, lawn clippings, debris, etc. Do not store gasoline or flammable chemicals.
- Remove carpeting and mats outside of doors. These can absorb fuel and act as wicks.
- Duplicate all documents, computer disks, and records that are stored on the property. Keep copies elsewhere.
- Keep an inventory of all furniture, equipment, etc., including serial numbers. Photograph or videotape all valuables.
- Reevaluate insurance of buildings and contents annually.

17. BUILDING HARDENING

Only a few things can be done to limit bomb damage to existing buildings, especially if the bomb explodes in or near the building. Films can be applied to windows to reduce injuries from flying glass fragments or drapes can be installed to catch these fragments. Bollards or planter boxes can be installed at building entrances to prevent a vehicle from driving in. And blast-resistant walls can be installed between the building and the adjoining streets and the parking lot.

New buildings on large lots can be set back from the adjoining streets and the parking lot. They can also be designed with blast-resistant walls and windows.

18. DEALING WITH GRAFFITI VANDALISM

Graffiti-resistant paint or anti-graffiti coatings should be used on the sides of the building and any other design features that could be vandalized. The San Diego Park and Recreation Dept. specifies the use of anti-graffiti materials manufactured by Monopole Inc. Four coats are applied. The first is Aquaseal ME12 (Item 5200). The second is Permashield Base (Item 6100). The third and fourth are Permashield Premium (Item 5600 for matte finish or Item 5650 for gloss finish). Additional protection can be obtained by planting vines, bushes, etc. along walls and the sides of the buildings. They cover areas that might otherwise be vandalized. However, the landscaping should not be so dense that it provides a hiding place for a bomb next to a building.

While prompt graffiti removal helps to deter further vandalism, any graffiti on the property should be photographed before it is painted over or otherwise removed. Also, pick up (without leaving fingerprints) and save discarded paint cans, etc. The photographs and any other evidence should be given to the investigating police officers.

Graffiti vandalism in progress is considered an emergency and should be reported by calling **911**. The person observing the vandalism should not try to stop it but should get good descriptions of the vandals and any vehicles they might have. Vandalism after it occurs should be reported by calling the SDPD's non-emergency number, **(619) 531-2000** or **(858) 484-3154**. Vandalism that is also a hate crime should also be reported to the SDPD Criminal Intelligence Unit at **(619) 525-8422**.

The outside of the buildings should be well lighted at night, especially areas that might be vandalized. And cameras could be installed to cover these areas.

19. PREVENTING ART VANDALISM

Sculptures and other works of art should be designed to be resistant to vandalism and easy to repair if it is damaged. Stained glass windows can be shielded by a protective film that prevents them from being broken by thrown rocks, etc.

20. PREVENTING SKATEBOARDING

Physical damage from skateboarding is a serious problem along sidewalks, or steps, and in parking lots. In addition to posting signs prohibiting skateboarding, various design measures should be taken to discourage it. These include:

- Rough ramp and pavement surfaces, especially in front of benches, planter boxes, low walls, steps, and railings
- Pavement cutouts instead of raised planter boxes for trees and bushes
- Small metal or plastic discs or strips on the edges of benches, planter boxes, and other flat surfaces that skateboarders abuse
- Small metal discs or bolt heads on tops of railings
- Height variations, arm rests, or seat dividers on the tops of seating surfaces
- Breaks, bumps, or height variations on low walls, curbs, and planter boxes

21. SECURE OR BACKUP ELECTRICAL POWER

Because lights and other security systems work on electrical power it is important that measures be taken to prevent disruption of external power or provide internal backup power. At a minimum, external circuit breakers should be installed in a sturdy box that is locked with a shielded padlock.

22. SECURE TELEPHONE LINE

The telephone line that sends the alarm signal to the alarm company should be hardened so it cannot be cut or if it is cut, the system would generate an alarm at the alarm company. If the telephone line is contained in a box on the outside of the building, the box should be alarmed or locked with a shielded padlock. Alternatively, the system could have a wireless backup that would send the alarm if the line is cut.

23. HEATING, VENTILATION, AND AIR CONDITIONING SYSTEMS

Conduct an inspection of your system to determine whether it can become an entry point for hazardous contaminants, particularly chemical, biological, and radiological agents. Components at ground level may be especially vulnerable. See *Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks*, Publication 2002-139 dated May 2002 by the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services for some recommended actions. It can be read on the NIOSH website at www.cdc.gov/niosh.

24. TERRORISM PREPAREDNESS AND PREVENTION: REPORTING SUSPICIOUS PERSONS, ACTIVITIES, VEHICLES, ETC.

First and foremost, continue with your daily activities. Terrorism is only successful when it disrupts the lives of the people and organizations whose government is targeted. Prepare as you would for any emergency, such as an earthquake. Have a reaction and recovery plan for various scenarios. Go to the Federal Emergency Management Agency's website at www.ready.gov for more information about threats and planning.

Be vigilant and aware of your surroundings and report anything that doesn't fit in or seems out of the ordinary. Be aware yet fair. Avoid stereotyping and profiling. Some examples of persons, activities, vehicles, etc. that could be considered suspicious are listed below. Some are clearly emergencies. They should be reported immediately by calling **911**. Others may be considered as non-emergencies. They should be reported to the SDPD at **(619) 531-2000** or **(858) 484-3154**. It will notify and coordinate actions with the FBI and other government agencies. When a terrorist act appears imminent you should also notify any law enforcement or security personnel that are in the immediate area. If there is any doubt as to whether the situation is an emergency it is always better to be on the safe side and call **911**.

The ability of the police to locate and arrest criminals often depends on the thoroughness and accuracy of the report you submit. The following information checklist should be used for reporting both emergency and non-emergency crimes:

- Type of activity
- Location: exact street address and nearest cross street
- Time of activity
- Weapons involved

- Vehicle information: type, license number, color, year, make, model, unusual characteristics (e.g., dents, bumper stickers), number of persons, etc.
- Suspect information: race, gender, age, height, weight, hair color, hair length and style, eye color, facial hair, clothing type and color, other characteristics (e.g., tattoos, missing teeth, scars, glasses), etc.

a. Emergencies. Call 911

Emergencies include crimes that are in progress or about to happen, and ones that have resulted in serious personal injury, property damage, or property loss. They also include situations in which the suspect may still be at the scene and various kinds of suspicious activities. By calling **911** you will be linked to the appropriate police as well as fire fighting, medical, and ambulance services. You don't need money to call **911** from a pay phone.

When reporting an emergency be prepared to give an accurate description of what your emergency is and your location, especially if you are calling from a mobile cellular phone. Even if you have an E911-ready cell phone that provides location information based on a Global Positioning System (GPS) and your phone has been activated to work in that capacity, the emergency response will be faster if you provide your location. Otherwise the dispatcher can determine the street address and apartment or condo unit only if you are calling from a landline. Thus, if a landline is available it is always better to use it instead of a cell phone. Answer the dispatcher's questions about the emergency and don't hang up until you are told. With just the address, if the line is disconnected or you cannot speak, an officer will still be dispatched. The following are considered emergencies for reporting purposes.

Persons doing the following:

- Sketching, taking notes, drawing maps or diagrams, photographing, videotaping, or otherwise monitoring facilities not normally associated with tourist activity or other places that may be targets for terrorist attacks, e.g., key government facilities, airports, bridges, chemical plants, power plants, schools, religious institutions, shopping centers, etc.
- Collecting detailed information on facility entrances, exits, driveways, parking spaces, etc.
- Using binoculars, high-magnification lenses, or night-vision or thermal-imaging devices in observing a facility or activity that may be a target
- Attempting to obtain information about a person, place, operation, or event that may be a target
- Attempting to improperly acquire explosives, detonators, timers, weapons, ammunition, etc.
- Attempting to buy large amounts of high-nitrate fertilizers
- Loading vehicles with weapons or explosives
- Attempting to improperly acquire official uniforms, passes, badges, etc.
- Seeking treatment for chemical burns or missing hands/fingers
- Having untreated chemical burns or missing hands/fingers

Objects in the open, or in vehicles or buildings having the following characteristics may be bombs:

- Unattended bags, backpacks, boxes, etc. near places that may be targets
- Having antennas, batteries, timers, capped pipes, etc.
- Emitting a strong chemical odor

Vehicle fires may indicate a failed or misfired explosive device in the following situations:

- The vehicle is parked near a critical infrastructure facility, government building or office, transportation node, or in an area of high pedestrian traffic
- A vehicle occupant is seen fleeing the scene or behaving suspiciously before the fire occurs
- The fire is in the passenger compartment or trunk instead of the engine compartment
- Sparking, flashing, or popping sounds come from the vehicle
- Unusual odors come from the vehicle

Persons, not just adult males, with several of the following characteristics may be suicide bombers carrying bombs.

- Are nervous, sweating, or mumbling
- Are wearing loose or bulky clothing that is inappropriate for the current weather conditions
- Are wearing an inordinate amount of perfume, cologne, or other scents that may be used to mask chemical odors
- Do not look like they belong in the uniform or dress they are wearing, which may be a disguise to elude detection
- Are carrying or wearing heavy objects
- Holding a bag or package close to his or her body
- Are repeatedly patting upper body or adjusting clothing
- Keeping one or both hands in pockets or close to his or her body, possible holding a detonator switch
- Having visible wires or an explosive belt protruding from under his or her clothing
- Having bulges or padding around the midsection
- Appearing well-groomed but wear sloppy clothing
- Having a pale face from recently shaving a beard
- Not responding to direct salutations or authoritative commands
- Walking in a deliberate, stiff, or awkward manner
- Acting in an unusually vigilant manner
- Having a blank facial expression, or appearing extremely focused or in a trance
- Exhibiting unusually calm and detached behavior

Letters or packages that contain a bomb or a chemical, biological, or radiological (CBR) threat may have one or more of the following characteristics. Handle them with great care. Don't shake, bump, smell, or open them. Put the letter or package down carefully and leave the area. Do not open windows. Call **911** from a landline phone if one is available outside the area. Otherwise it is OK to use a cell phone or pager. Wash your hands thoroughly with soap and water if you touched the letter or package.

- Are unexpected or from someone you don't know
- Are addressed to someone now longer at your address
- Have no return address or one that does not appear legitimate
- Are bulky, lumpy, or lopsided in appearance
- Have wires or other unusual contents that are protruding or can be felt through the envelope or wrapping
- Are sealed with excessive amounts of tape or string
- Have restrictive markings such as "Personal" or "Confidential"
- Have excessive postage
- Emit a strange odor
- Are mailed from a foreign country
- Do not have a named addressee, e.g., are addressed to a title only
- Have incorrect title or misspelled words in the address
- Have oily stains, discolorations, or crystallization on the wrapper

For additional information see the U.S. Postal Inspection Service *Guide to Mail Center Security* at <http://about.usps.com/publications/pub166.pdf>.

If a suspicious object is found outside, get away from it after reporting it. 300 yards is a minimum distance. Then take cover for protection against bomb fragments. Get on the ground if no cover is available. Maintain distance and cover, or leave the area after an explosion. Be alert and cautious in reentering the area to help victims. There may be another device nearby.

b. Non-emergencies. Call SDPD at (619) 531-2000 or (858) 484-3154

Non-emergencies are crimes and suspicious activities are ones in which: (a) there is no serious personal injury, property damage, or property loss; (b) the suspect has left the scene or is not likely to return; and (c) an immediate response is not needed. The following are considered non-emergencies for reporting purposes.

- Persons or activities that do not appear to belong in the workplace, neighborhood, business establishment, or near a key facility or event because of their demeanor, behavior, language, dress, activity, etc.
- Multiple sighting of the same suspicious persons, vehicles, or activities at the same location
- Deliveries of chemicals directly to self-storage facilities
- Unusual deliveries of chemicals to residences or rural addresses
- Street people not previously seen in the area, i.e., panhandlers, shoe shiners, food or flower vendors, newsagents, street sweepers, etc.

Persons doing the following:

- Sitting in a parked vehicle for an extended period of time
- Loitering in public places, e.g., bus stops and train stations
- Loitering near or wandering around a possible target
- Carrying on long conversations on pay or cellular phones near a possible target
- Wearing military or other uniforms that don't appear to belong in them
- Observing security measures or personnel, entry points, access controls, and perimeter barriers such as fences or walls, at a possible target
- Testing or probing security measures, e.g., by driving by a sensitive area, attempting to enter a sensitive area, inquiring about security measures, attempting to smuggle contraband through check points, asking for directions, claiming to be lost, etc.
- Attempting to enter a key facility without proper ID, prior notification and approval, etc.
- Being in a key facility without required visible ID
- Staring or quickly looking away from personnel or vehicles entering or leaving a key facility or parking area
- Carrying heavy bags or backpacks near a possible target
- Setting down bags or backpacks near a possible target and then walking away
- Behaving as if they may be planning a terrorist act, e.g., by mapping routes, timing traffic lights or traffic flow, playing out scenarios, monitoring key facilities or events, etc.

Vehicles that:

- Are parked near a key facility for an unusual period of time
- Are commonly used for deliveries, e.g., trucks, vans, or U-Hauls, that are parked in locations not usually used for deliveries without prior authorization
- Are out of place in the environment, e.g., a tractor-trailer parked in a residential neighborhood, and may have out-of-state or temporary plates
- Are abandoned
- Are overloaded
- Are leaking a fluid
- Have been modified to handle heavier than normal loads, additional storage space, or increased fuel capacity
- Have excessively darkened or tinted windows, or temporary window coverings to prevent viewing of the vehicle's interior
- Show signs of theft, e.g., damaged locks, missing windows, etc.
- Bear a temporary commercial placard affixed with tape or magnets, or a permanent placard that is unusual, unrecognizable, or has misspelled words
- Contain batteries, wiring, timers, other power supply or switching components, unmarked packages or unusual items such as PVC pipe, magnets, compressed gas cylinders, fire extinguishers, etc. in the passenger compartment
- Contain blueprints, maps, sketching materials, or surveillance equipment, e.g., binoculars, cameras, high-magnification lenses, etc. in the passenger compartment

c. Potential Indicators and Reactions

Some examples of suspicious behaviors, activities to report, and other things you should do to help prevent terrorism can be found in the iWATCH section of the Los Angeles Police Department's website at

www.lapdonline.org/iwatchla/content_basic_view/42535 for terrorist activities relating to the following: bulk fuel distributors, construction sites, dive/boat stores, farm supply stores, financial institutions, general aviation airports, hobby shops, home improvement and large retail stores, hotels and motels, peroxide-based explosives, rental cars, rental properties, rental trucks, shopping malls and centers, and storage facilities.

SDPD SECURITY CHECKLIST FOR RELIGIOUS INSTITUTIONS

Date _____ Time _____
Institution _____ Phone (____) _____
Address _____
Institution Contact _____ E-mail address _____
Survey by _____ Phone (____) _____

Survey instructions: Put a check (✓) next to the number of each item that exists, and write in any comments that might apply to the right of the item, on the back of the page, or on an accompanying site plan or aerial photo.

I. FACILITY

A. Perimeter Fencing and Gates

1. At least 6 ft high
2. Open fencing or buildings on perimeter
3. Bottom of chain-link fencing secured with tension wire or galvanized pipe, or anchored to the ground
4. Horizontal bars located only at the top and bottom, and on inside of fence.
5. No holes in or under the fence
6. Shielded built-in gate locks
7. Shielded padlocks on gate chains
8. Gates locked when institution is closed
9. One gate clearly identified as entrance for visitors

B. Landscaping

1. Shrubs and hedges trimmed to less than 3 ft
2. Tree canopies trimmed to at least 8 ft
3. Thorny (defensive) plants in front of ground-level windows
4. No hiding places behind bushes next to buildings or walkways
5. No views into or within the facility blocked by plants
6. No loose rocks or other materials

C. Grading

1. No berms or hills that block views into and within the facility
2. Buildings on higher ground than parking lots and other areas

D. Signs

1. Map and directory at main entrance showing names and locations of buildings
2. Building names on buildings
3. Staff and other designated parking spaces
4. Directions to admin office, buildings, activity areas, emergency call boxes, etc.
5. Visitors must register in the admin office
6. None that indicate when the institution will be closed
7. Prohibitions on trespassing, loitering, public parking, skateboarding, etc.
8. Staff-only and other restricted-access areas

E. Parking

1. Within perimeter fencing
2. Gated entrances and exits
3. Single entrance/exit per lot

4. Gates closed and locked when there are no activities
5. School drop-off, waiting, and pick-up areas in view of main entrance
6. Parking spaces aligned with visual sightlines from buildings
7. Angled spaces and one-way traffic in aisles
8. Speed bumps or humps in aisles

F. Exterior Lighting

1. High-intensity and uniform on walkways, entrances, exits, parking lots, and other areas used after dark
2. No burnt-out bulbs or broken fixtures
3. Vandal-proof fixtures, e.g., wire-glass
4. No light where people shouldn't go at night
5. Controlled by motion detectors around buildings and in areas not used at night
6. Not blocked by trees or bushes

G. Activity Areas

1. All areas have designated uses
2. Seating areas separated from walkways
3. No hiding or entrapment spots along walkways

H. Pay Phones

1. Located in areas of good visibility and high traffic, or where use can be supervised
2. Limited to outgoing calls
3. Well lighted for use after dark

I. Bike Racks

1. Located in areas of good visibility and high traffic, or where use can be supervised
2. Separated from parking lot
3. Fenced and locked during school hours
4. Well lighted for use after dark

J. Vending Machines

1. Vandal-proof installation with roll-up doors

K. School Lockers

1. Located in high-activity areas, i.e., not isolated

L. Trash Enclosures

1. Located away from the buildings
2. Locked entrances and dumpsters
3. Against walls or fences with no hiding spaces behind

M. Conditions and Protection

1. No graffiti, trash, litter, junk, debris, etc.
2. Anti-graffiti paint or coatings on walls, signs, light poles, etc.
3. No skateboard damage on benches, low walls, etc.
4. Skateboard prevention devices, e.g., small metal or plastic discs or strips on the edges of raised surfaces, and small metal discs or bolt heads on tops of railings

5. Tops and edges of seats and low walls shaped to prevent skateboarding
6. No gasoline, flammable chemicals, or other potential fire hazards
7. Art works designed to be vandal-resistant and easy to repair

II. BUILDINGS

A. Administration Office

1. Located at main entrance to facility
2. Counter or desk with unobstructed view of main entrance, and adjacent stairways and corridors
3. Police, fire, and other emergency phone numbers kept by phone
4. Monitors for cameras
5. Display of status of alarmed doors and windows
6. Receives calls from emergency call boxes
7. Command and communications (C2) center for emergencies
8. Files, records, etc. kept in locked, fireproof containers or vaults
9. Duplicates of all files, records and computer disks kept elsewhere

B. Doors

1. Two-way visibility in doors at building entrances, stairways, corridors, etc.
2. Clear view of room interiors from doorways
3. One-way visibility (inside to outside) or peepholes in doors to restricted-access areas
4. Outside hinges with non-removable pins
5. Shielded locks on all building and room doors
6. Door keys should be impossible to duplicate
7. Access to offices, kitchen, electrical and mechanical rooms, storage rooms, etc. limited to institution staff
8. Locked when rooms not in use
9. Alarmed, self-locking emergency exits

C. Windows

1. Good locks and strong frames
2. No broken glass
3. Oriented to provide good views of outside activity areas
4. Not obstructed by signs, displays, plants, etc.
5. Viewing windows located on hinge side, or if on lock side, be made of burglar-resistant material

D. Interior Corridors

1. Wide enough for smooth traffic flow
2. No obstructions, e.g., display cases, fountains, etc.
3. Well lighted with light-colored walls
4. Mirrors to see around corners and into alcoves

E. Exterior Walkways

1. Wide enough for smooth traffic flow
2. No obstructions, e.g., benches, trash containers, vending machines, etc.

3. No hiding or loitering places in doorways
4. Open handrails on upper-level walkways
5. Well lighted
6. Canopies supported by smooth columns
7. Mirrors to see around corners and into alcoves

F. Stairs

1. Doors visible from surrounding area
2. Wire-glass windows in doors
3. Open handrails
4. No solid walls on exterior stairs

G. Elevators

1. Use limited to authorized individuals, e.g., institution staff, handicapped persons, etc.
2. Central location
3. Doors visible from surrounding area

H. Staff Offices

1. Located in main activity areas
2. Doors open to common reception area
3. Windows have views of outside activities

I. Classrooms

1. Doors with locks on both inside and outside
2. Locked classroom doors must be openable from the inside without the use of any key or special knowledge or effort by the children
3. Phone with direct outside line
4. Silent alarm to security and admin offices

J. Restrooms

1. Located on main corridors or walkways near high-activity areas, not behind buildings or in separate corridors
2. Single-door entrances
3. Open tops and bottoms of toilet-stall partitions and doors
4. Vandal-proof facilities

K. Water Fountains

1. Located near restrooms
2. Vandal-proof design
3. Not obstructing foot traffic

L. Library

1. Single entrance/exit
2. Alarmed emergency exits
3. Desk near entrance/exit
4. Stacks aligned with sightlines from desk
5. Mirrors provide visibility between stacks
6. No hiding places in or behind stacks
7. Computer terminals in front of desk
8. Windows in office walls

M. Storage Rooms

1. Locked and alarmed doors
2. Interior location, no exterior windows and doors

N. Roof

1. Not accessible by climbing trees, building-mounted ladders, walls, support columns, etc.
2. Unbreakable skylights
3. Locked enclosures for air conditioning, cooling towers, etc.

III. SECURITY MEASURES**A. Security Guards**

1. On duty when institution is open
2. Patrol when institution is closed

B. Burglar Alarm System

1. Exterior doors and windows
2. Rooms with high-value items

C. Fire Alarm And Suppression System

1. Smoke and fire alarms connected to a central monitoring station or directly to the fire department
2. Batteries tested at least once a month and replaced at least once a year
3. Fire suppression sprinkler system
4. Fire extinguishers at designed locations
5. Hoses at exterior faucets

D. Metal Detectors

1. At facility entrances

E. Access Controls

1. Keycards or proximity cards with card readers on all doors
2. Access limited on “need-to-enter” basis

F. Cameras

1. Camera locations: entrances, main activity areas, interior corridors, exterior walkways, etc.
2. Video analytics or intelligent video software used to monitor multiple cameras
3. Off-site monitoring when institution is closed
4. High-quality, digital imagery of suspicious persons

G. Communications

1. Emergency call boxes in main activity areas
2. PA system for entire facility
3. Two-way communications with staff
4. Panic alarms for staff

H. Property Identification and Security

1. ID markings on all valuable removable items
2. Photos or videotapes of all valuables

3. Inventory of all furniture and equipment with model and serial numbers
4. Computers and other valuable removable items secured to tables or other fixture

I. Cash Control

1. Secure room for handling cash
2. Drop safe for storing cash

J. Institution Staff

1. Wears ID badges
2. Trained to recognize and report trespassers, casers, suspicious activities and objects, rumors, etc.
3. Trained to recognize and eliminate fire hazards, and use fire extinguishers and hoses
4. Secures building and facility at the end of the day

K. Visitor Control

1. Designated Parking
2. Signs directing visitors to register at admin office
3. ID badges issued and recovered at admin office

L. Contingency Plans

1. C2 center in admin office
2. Alternative C2 center
3. Evacuation plans posted in each room and activity area
4. Safe and secure areas designated
5. Lockdown plans for rooms and buildings
6. Emergency evacuation and other drills

M. Insurance

1. Annual reevaluation of insurance on buildings and contents

N. Local Police

1. Know the officers who patrol the area
2. Review security plans and measures with police
3. Provide a site plan for police to use in emergencies
4. File Letter of Agency to authorize police to act as your agent and enter your property to investigate suspicious activities and arrest people who are trespassing or committing a crime on and about the property when you are not present.

O. Hardening

1. Bollards at entrances to prevent vehicles from driving in
2. Films or protective shields on windows to prevent bombs from being thrown through
3. Films on windows to prevent fragmenting and flying glass from outside blasts
4. Drapes on windows to catch flying glass fragments from outside blasts
5. Blast-resistant walls between the buildings and adjoining streets and parking lots